

Building Utilization Request



Pioneer Career and Technology Center

ATTN: Director of Business Affairs
27 Ryan Road, Shelby, OH 44875

Part I - To be completed by organization requesting building utilization

Date(s) <u>1/12/2018</u>		Setup Time	Tear Down Time	Date Request Submitted October 6, 2017
Activity: Day(s) _____				Room(s) / Area Requested: Community Room
Event Time(s) 8:00-2:30				
Name of Organization and Event Being Held BPA - Region 7 Competitive Events Grading		Number of Persons Attending Meeting 10		
Address Various Advisors from 4 schools		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: <u>Marianne Ritchie - Pioneer</u>		Business Name: _____		
Phone Numbers: Home: _____		Contact Person: _____		
Work: <u>x-42714</u> Cell: _____		Phone Number: _____		
		Address: _____		
PCTC Requested Services: (Identify No. Needed)		If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>		
<u>X</u> Chairs	<u>Electronic</u> Microphone	Estimated time of arrival at Pioneer for setup/delivery: _____		
<u>X</u> Tables	___ Ovrhd. Proj.	Other/Specify: _____		
___ Chalkboard	___ Video Camera	_____		
___ Lectern	___ Video Recorder	_____		
___ Coat Racks	___ Internet Access	_____		
For specific room setup, see attached design: (check one)		Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____		
<u>Yes</u> or <u>X No</u>				

Part II - To be completed by PCTC Personnel

Responsibility Notice

Estimate Calculation of Fees: Attach any pertinent papers.

Rental _____

Custodial Services _____

Food Services _____

Other _____

Total Fee Estimate _____

Note: Final invoice billing based upon actual costs following the event/activity.

Upon receipt of invoice, please make check payable to:
Pioneer CTC

It is understood that our organization assumes full responsibility for any damage to the building and equipment.

A Security Deposit in the amount of \$ _____ is required to confirm scheduling. This will be applied to final invoice upon satisfactory complete of event/activity.

Any and all information on this form may be shared with the public through our publicly accessed calendar.

Action Taken	Date	By
Approved and Booked	<u>10/9/2017</u>	<u>MRB</u>
Billed for Services		
Referred to Board		

Marianne Ritchie
Signature (person in charge of activity)

Date: 10-6-2017

It is the policy of Pioneer Career & Technology Center to use these funds for the direct use, improvement, and maintenance of the building utilization areas of the school.

Thank you for selecting Pioneer for your event!